

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**Oct. 3, 2019**

**Board members in attendance:** [President] Matthew Wilding, [Vice President] Jade Hart, Susie McDermott, Mary Sharp, Clint Twedt-Ball, Harriet Kalinsky

**Board members unable to attend:** Hassan Selim, Randy Ramlo, Monica Challenger

**Staff in attendance:** [Library Director] Dara Schmidt, Amber McNamara, Erin Horst, Kevin Delecki, Todd Simonson, Jessica Link, Jessica Musil

**Others:** Libby Slappey, President, Friends of the Cedar Rapids Public Library; Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Emily Zimmon, Willis Dady Homeless Services; Tim Yuengel, Denise Yuengel, Michael Rundle, and Crystal Hall, Downtown Ambassadors

- A. Call to Order
  - Mr. Wilding called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
  - Minutes: Sept. 5, 2019

*Ms. Sharp motioned to accept the consent agenda. Ms. Kalinsky seconded. The motion carried with unanimous approval.*

Mr. Twedt-Ball joined the meeting at 4:02 pm.

- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. Resolution of Thanks – Downtown Ambassadors
  - The Downtown Ambassadors were recognized for their work in this first year pilot program to ensure safe and comfortable spaces downtown. The ambassadors, provided a positive presence. This summer, they interacted with over 2,700 people, made 690 referrals for service, and picked up 1,560 pieces of trash.
  - The ambassadors were introduced: Tim Yuengel, Denise Yuengel, Michael Rundle, and Crystal Hall.
- E. Foundation Report – Charity Tyler
  - In this month, the Foundation has received commitments for new or renewed grants.
  - The Friends and Foundation's bi-annual newsletter will be in mailboxes later this month.
- F. Friends of the Library Report – Libby Slappey
  - The Friends are preparing for their large fall weekend sale at the Cherry Building. Volunteers are needed.

Mr. Selim joined the meeting at 4:12 pm.

- G. Board Education: Reality-Based Leadership – Todd Simonson
  - The City's leadership has been reading and discussing a new book: *Reality-Based Leadership* by Cy Wakeman; this book follows leadership books by Patrick Lencioni. The Library's senior management team has read it and the Library's leadership team has developed several book clubs to discuss the text.
  - The book, intended for leaders, explores how to base reactions in reality to reduce drama and increase results. It includes tangible strategies to determine a leader's own opportunities for improvement and how to lead staff. Mr. Simonson also attended a one-

day seminar based on the major themes that Ms. Wakeman teaches. The Library's leadership team will also read the companion book, *Reality-Based Rules of the Workplace*.

#### H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - The committee has started working on the FY21 budget, which will be presented to the full board in December 2019 or January 2020.
  - Ms. Schmidt received final numbers for FY19; however, they are not yet audited. At this time, the Library is within expected ranges for revenues and expenses.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - **Action:** 3.05 Internet and Computer Usage
    - The policy was edited to ensure it meets common practice as well as privacy standards in libraries. The Library provides Internet service without filter or restrictions as we do with physical or digital materials. Patrons have the right to access the information they seek. As with physical or digital materials, it is the parents/guardians' responsibility to discuss and monitor their child's Internet use.
    - Patrons must agree to the Terms of Service before using a public computer. Doing so indicates that the patron agrees to follow Library, City, and State laws when using a computer, and takes responsibility for their Internet use.
    - In an effort to help maintain patron privacy on public PCs, the Library will install privacy screens.
  - **Action:** 5.01 Volunteer Policy
  - **Action:** 6.00 Professional Development
  - **Action:** 6.01 Staff Certification
    - Certification is based on position requirements and if a Masters in Library and Information Science (MLIS) is required. The State Library does require the Director to be certified as a part of the library's accreditation process. The State Library is looking at adding certification requirements for paraprofessional roles. Certification requirements may change with the City's Wage Review process, which has been extended.
  - **Action:** 6.02 Human Resources Authority  
*The motion to accept the policies as presented in the packet carried with unanimous approval.*
- Advocacy Committee – Jade Hart, Committee Chair
  - The committee has developed a sign up for trustees, Friends Board members, and Foundation Board members to meet with City Council candidates and Cedar Rapids Community School District candidates. Talking points and information packets will be provided. Conversations are to inform candidates of the Library including services, resources, and budget, and establish relationships.

#### I. Library Director's Report

- The Literacy Coordinator position, paid with a grant through Reading into Success (RiS) has been approved and will be posted soon. This position, which will report to Amber McNamara, will build and maintain literacy programs and projects in the community.
- An emergency overflow shelter has been identified – it will also serve as a day and evening shelter. The Library discussing how we can serve the shelter with computers, a collection, and more.
- Grant funding is changing for Willis Dady, which means changes for the staff who have been housed in the later. Ms. Schmidt is discussing opportunities with Willis Dady to continue meeting client needs at the Library.

- The Library will host an event for National Coming Out Day. Leading up to this, the Library had a protester and possibly more on the day of the event. Any protester must adhere to our Behavior Policy: access cannot be impeded and protesting must remain civil.
  - Ms. Schmidt was asked to stand for election to the Public Library Association (PLA) board. She discussed this opportunity with Mr. Wilding and they feel it would be a great professional opportunity for Ms. Schmidt and an advantage for Cedar Rapids. If elected, she would have to travel four times a year – coinciding with American Library Association (ALA) and ALA Mid-winter conferences, National Library Legislative Day, and one more date. Two of the travel requirements are covered by PLA. The election cycle has started and winners will be announced in the spring.
- J. Old Business
- There being no old business, the meeting continued.
- K. New Business
- There being no old business, the meeting continued.
- L. Adjournment
- There being no further business, the meeting adjourned at 5:09 pm

**The next Board of Trustees meeting will be held on Thursday, Nov. 7, 2019, at 4 pm in the Conference Room at the Downtown Library.**